

**Enrolled Memorandum of the Meeting
Study Session/Meeting Convened Electronically
Twenty-Ninth Town Council of Highland
Monday, June 15, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, June 15, 2020** at 6:32 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-30 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency.

The meeting was streamed live on the Town of Highland, Indiana Facebook Page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

Officials Present: (all participating electronically), Scott Bipse, Attorney, Abrahamson, Reed & Bipse; Pete Hojnicky, Police Chief; Kathy DeGuilio-Fox, Redevelopment Director; and William R. Timmer, Jr., CFOD, Fire Chief were present.

Additional Officials Present: Larry Kondrat and Rick Volbrecht of the Board of Waterworks Directors; and Ed Dabrowski, IT Consultant (Contract); was present.

General Substance of Matters Discussed.

1. **Discussion and Mark-up of Introduced Ordinance No. 1717 to amend the municipal code establishing an honorific display policy for the Town.** The Town Council marked-up the introduced ordinance regarding honorific banner policy. It was noted that there would need to be some modification to identify the portion of the Highland Municipal Code that would be amended by the ordinance. (Perhaps it would amend my adding a new Chapter styled as 8.07).

The Town Council discussed the desirability of including specific numbers of poles as is done in the draft. It was noted that 47 banners were sponsored by businesses in the downtown.

The discussion included clarification regarding the impact of the policy as presented, in that it would mean that apart from the fall school semester, the spring school semester and the period of time proposed for the military commemoratives, what is left would be available for current uses for business.

The discussion included noting that the downtown lighting was a project designed to support existing business retention. The discussion included the desirability of the emerging policy while considering whether the loss of business access is desirable.

The discussion acknowledged the high favorability of the "Highland Heroes" banners

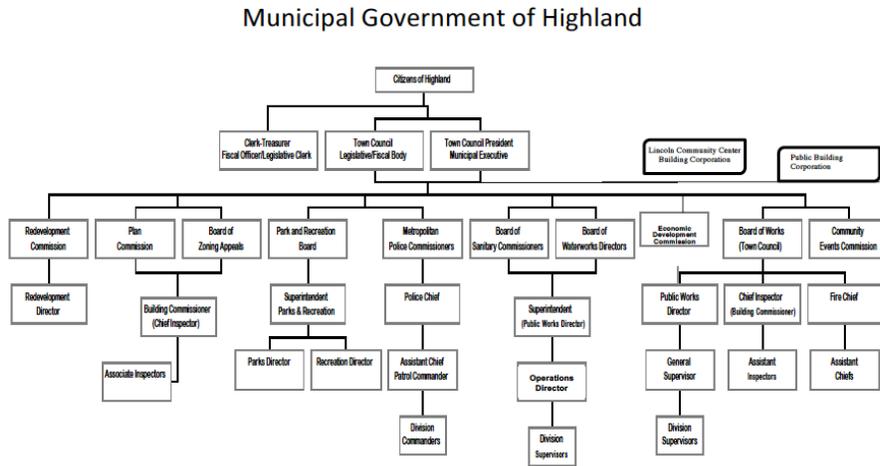
now on display, commemorating veterans deceased and living from Highland across all branches of the military and all periods of service.

Following discussion and mark-up, it was determined that the introduced ordinance required further mark-up and discussion. The introduced ordinance would not be placed for action at the meeting of June 22. Further it was noted that Councilor Sheeman and Herak would follow-up with the Redevelopment Director to discuss possible language to address the issue of business development uses.

2. **Mark-up and Discussion of Ordinance No. 1716 to amend the municipal code establishing a Non-Discrimination Plan for the Town.** The Town Council reviewed the introduced ordinance that if adopted would create a policy for the town regarding its practices incorporating and complying with Title IV of the 1964 Civil Rights Act.

It was noted that the policy was prepared by DLZ. The policy discussion included whether the name of the public works director should be excised. The discussion further included a consideration whether this the proper officer to identify as the non-discrimination policy coordinator.

The discussion included whether some of the materials included in the policy, such as the forms and the references to the Town Council President (naming a former president from 2018) were substantive portions of the policy or rather were informational. The Clerk-Treasurer presented an alternative organizational chart, stating that the one included in the policy document was not desirable as it depicted the structure of Town government. (Revised preference shown below)



The Town Council determined that there were sufficient questions that it might require further mark-up or clarification prior to placing on the agenda for action. It was noted that the Public Works Director was hoping that this matter would be completed at the meeting of June 22, 2020, prior to his retirement.

3. **Discussion of financial indicators for some of the operating funds of the municipality.** The Town Clerk-Treasurer discussed with the Town Council the current funds subject to the maximum tax levy controls of IC 6-1.1-18.5 et seq. A spreadsheet showing the budget for the four funds subject to the maximum levy controls was presented and discussed. It was noted that after several additional appropriations, the general fund

was no longer in balance, and that is before the effects of the circuit breaker were considered. It was further noted that some of the additional appropriations were planned to be a one-time expense, such as the local match for the Community Crossings Grant Fund. The report follows:

FISCAL YEAR 2020	CORPORATION GENERAL FUND	PARKS & RECREATION GENERAL FUND	1925 POLICE PENSION FUND	REDEVELOPMENT GENERAL FUND	
Appropriations	\$ 8,140,779 *	\$ 2,418,431	\$ 845,034	\$ 267,377	
TOTAL	\$ 8,140,779	\$ 2,418,431	\$ 845,034	\$ 267,377	
Income					TOTAL LEVIES
Property Tax	\$ 5,682,118	\$ 1,173,699	\$ 2,238	\$ 268,948	\$ 7,127,003
Other income	\$ 2,243,986	\$ 1,345,099	\$ 807,398	\$ 21,391	MAX LEVY LIMIT
TOTAL	\$ 7,926,104	\$ 2,518,798	\$ 809,636	\$ 290,339	\$ 7,127,482
Other income detail					DELTA
Auto Excise & others	\$ 302,566	\$ 62,499	\$ 126	\$ 14,321	\$ 479
Licenses & Permits	\$ 893,020	\$ -	\$ -	\$ -	
Intergovernmental	\$ 15,000	\$ -	\$ 806,622	\$ -	
Liquor Excise	\$ 17,000	\$ -	\$ -	\$ -	
ABC Gallonage	\$ 51,871	\$ -	\$ -	\$ -	
Cigarette Tax	\$ 15,418	\$ -	\$ -	\$ -	
Charges for Services	\$ 163,400	\$ -	\$ -	\$ -	
Fines	\$ 56,500	\$ -	\$ -	\$ -	
Interest Earned	\$ 26,000	\$ 600	\$ 650	\$ 1,200	
Employee Insurance Prem.	\$ 54,000	\$ 6,000	\$ -	\$ 500	
Transfer Water Surplus	\$ 539,211	\$ -	\$ -	\$ -	
Transfer Sewage Surplus	\$ 105,000	\$ -	\$ -	\$ -	
Miscellaneous	\$ 5,000	\$ 17,600	\$ -	\$ 5,370	
Recreation & Fitness Fees	\$ -	\$ 918,500	\$ -	\$ -	
Rentals & Leaseholds	\$ -	\$ 295,000	\$ -	\$ -	
Vending Machine	\$ -	\$ 2,100	\$ -	\$ -	
T-Mobile Licenses	\$ -	\$ 42,800	\$ -	\$ -	

*restored appropriations

The Clerk-Treasurer also discussed the cash flows through the end of May for the Corporation General Fund, the Parks and Recreation Fund, and the Motor Vehicle Highway Fund. The Clerk-Treasurer noted that the Parks and Recreation Fund has used a significant portion of its required reserve, falling below the required target balance of five months. It was further noted that it was likely that the Clerk-Treasurer would seek the Town Council to transfer some of its reserve to the Park and Recreation Fund to fortify its reserves. It was further noted that the Motor Vehicle Highway Fund, was funded but not balanced. This would present a challenge as it is believed that owing to the COVID 19 pandemic, leading to sheltering in place, there revenues forecasted for this fund for the budget, will actually come in significantly lower.

Twelve-Month Cash Flow													Fiscal Year		
1233 N. Hwy 11, Fort Collins, CO													Begin		
1333 Ridge Road • Highland, Indiana 46322													Jan-20		
CORPORATION GENERAL FUND															
	Beginning	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Monthly Average	Overview
Cash Summary	\$ 3,208,139	189%	179%	154%	139%	140%	140%	140%	140%	140%	140%	140%	140%		
Cash on Hand (beginning of month)	\$ 6,526,360	\$ 6,526,360	\$ 5,948,746	\$ 5,820,298	\$ 4,941,612	\$ 4,462,342	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,913,613	
Cash Available (on hand + receipts)	\$ 6,526,360	\$ 6,661,090	\$ 6,187,147	\$ 5,796,058	\$ 5,024,197	\$ 5,017,270	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 5,012,480	
Cash Position (end of month)	\$ 6,526,360	\$ 5,948,746	\$ 5,620,298	\$ 4,941,612	\$ 4,462,342	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,494,857	\$ 4,744,321	
							4,504,573							4,683,070	
Cash Receipts															
Property Tax	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	
Miscellaneous Revenues	0	\$ 134,731	\$ 238,401	\$ 175,760	\$ 82,585	\$ 554,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	197,734	
Loan/other cash	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	
Total Cash Receipts	0	\$ 134,731	\$ 238,401	\$ 175,760	\$ 82,585	\$ 554,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	197,734	
Cash Paid Out															
Purchases (specify)	\$ 261,844	\$ 287,464	\$ 228,990	\$ 249,097	\$ 243,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	253,447	
Gross wages (net withdrawal)	\$ 450,400	\$ 279,385	\$ 293,055	\$ 312,759	\$ 278,173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	322,994	
Non Appropriation Expenditures TEMP (LOAN)	\$ -	\$ -	\$ -	\$ 335,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	67,180	
LOAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	
Total Cash Paid Out	\$ 712,344	\$ 566,850	\$ 854,446	\$ 861,856	\$ 822,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	268,159	
Essential Operating Data (non cash flow information)															
NET INCOME	\$ (77,614)	\$ (328,448)	\$ (678,686)	\$ (479,270)	\$ 32,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(169,262)	
Accounts Receivable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bad Debt (end of month)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Inventory on hand (cost)	839,558	615,912	904,176	728,367	210,728	0	0	0	0	0	0	0	0	274,899	
Accounts Payable (cost)	460,400	279,385	293,055	312,759	278,173	0	0	0	0	0	0	0	0	134,964	
Depreciation	0	0	335,901	0	0	0	0	0	0	0	0	0	0	27,992	

Twelve-Month Cash Flow
TOWN OF HIGHLAND
1333 Ridge Road • Highland, Indiana 46122
PARKS AND RECREATION SPECIAL OPERATING FUND

Fiscal Year: Jan-20
Begin:

	Beginning	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Monthly Average
Cash Summary	\$ 1,007,680	129%	120%	104%	94%	83%	83%	83%	83%	83%	83%	83%	83%	
Cash on Hand (beginning of month)	1,343,296	\$ 1,343,296	\$ 1,304,031	\$ 1,207,354	\$ 1,050,558	\$ 946,725	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	977,225
Cash Available (on hand + receipts)	1,343,296	\$ 1,466,907	\$ 1,412,272	\$ 1,270,783	\$ 1,096,148	\$ 982,625	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	1,008,623
Cash Position (end of month)	1,343,296	\$ 1,304,031	\$ 1,207,354	\$ 1,050,558	\$ 946,725	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	\$ 839,249	935,221
Total Cash Receipts	0	\$ 123,611	\$ 108,242	\$ 63,429	\$ 45,590	\$ 35,900	\$ -	\$ 31,398						
Total Cash Paid Out	0	\$ 67,164	\$ 137,085	\$ 158,092	\$ 83,281	\$ 77,836	\$ -	\$ 104,692						
NET INCOME	\$ (39,265)	\$ (96,677)	\$ (156,796)	\$ (103,833)	\$ (107,477)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(100,800)

Twelve-Month Cash Flow
TOWN OF HIGHLAND
1333 Ridge Road • Highland, Indiana 46122
MOTOR VEHICLE HIGHWAY FUND

Fiscal Year: Jan-20
Begin:

	Beginning	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Monthly Average	Overview
Cash Summary	\$ 524,022	68%	51%	50%	56%	61%	61%	61%	61%	61%	61%	61%	61%		
Cash on Hand (beginning of month)	\$ 437,559	\$ 437,559	\$ 358,117	\$ 268,536	\$ 261,864	\$ 295,310	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	320,288	
Cash Available (on hand + receipts)	\$ 437,559	\$ 515,756	\$ 433,274	\$ 362,334	\$ 351,535	\$ 373,269	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	354,833	
Cash Position (end of month)	\$ 437,559	\$ 358,117	\$ 268,536	\$ 261,864	\$ 295,310	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	\$ 317,404	310,255	
Total Cash Receipts	0	\$ 78,197	\$ 75,142	\$ 89,646	\$ 89,666	\$ 77,956	\$ -	\$ 82,121							
Total Cash Paid Out	0	\$ 157,639	\$ 164,737	\$ 100,470	\$ 56,225	\$ 55,865	\$ -	\$ 44,578							
NET INCOME	\$ (79,442)	\$ (89,581)	\$ (6,672)	\$ 33,446	\$ 22,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(24,031)	

There is no official reserve. This number is 6 months.

The discussion included the possible budget instructions for the FY 2021, which will likely be no growth.

4. Discussion of setting an executive session to discuss whether to join a lawsuit challenging legal basis of IC 6-9-2 et seq, the Innkeeper Tax Law for Lake County. It was noted that it was desirable for the Town Attorney to wait for another affected entity that may file an amicus brief, and simply file a letter joining that brief.

There being no further business necessary or desired to be discussed by the Town Council, the electronically convened regular study session of the Town Council of Monday, June 15, 2020, was adjourned by the Town Council President, at 7:59 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer